# CITY OF HOUSTON

# Job Posting

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| 2 | *Applications accepted from:*      **ALL PERSONS INTERESTED** |
| 3 | *Job Classification*      **SENIOR MICROCOMPUTER ANALYST** |
| 4 | *Posting Number*      **PN #109611    (3 POSITIONS)** |
| 5 | *Department*      **HOUSTON POLICE** |
| 6 | *Division*      **TECHNOLOGY SERVICES** |
| 7 | *Section*      **N/A** |
| 8 | *Reporting Location*      **33 ARTESIAN, 2$^{ND}$ FLOOR*** |
|  | *Workdays & Hours*      **MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.*** |
|  |      ***Subject to change** |

**9**    *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*
Primary responsibility is to provide technical consulting like services to HPD Division level personnel. Provide professional advice as it relates to all technical matters associated with HPD stations. Analyze current infrastructure and present ways to effectively utilize current and future technology based on the latest trends. Assess current technology requests and recommend viable solutions. Perform needs analysis and search contractor's site for recommended items with part numbers. Will also perform simplistic system needs analysis to assist Captains and division managers in preparing requirements paperwork to be submitted to the Governance boards. Liaison between technology coordinators and HPD Technology Services Division. Perform other duties as assigned.

**10**    *WORKING CONDITIONS*
The position is physically comfortable.

**11**    *MINIMUM EDUCATIONAL REQUIREMENTS*
Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

**12**    *MINIMUM EXPERIENCE REQUIREMENTS*
Three years of professional experience in systems analysis, design, programming or a closely related field are required.

**13**    *MINIMUM LICENSE REQUIREMENTS*
Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

**14**    *PREFERENCES*
Preference will be given to applicants holding hardware and software certifications (Microsoft, Novell, HP, Dell) or who have extensive experience in designing and recommending customized PC based computer solutions for end users. Outstanding customer service and good oral and written communication skills are required. Applicant must have Break/Fix capabilities on PCs, Printers and standard business software systems (Microsoft Windows 95, 98 and XP professional as well as Microsoft Office products). Information Technology Consulting experience is a huge plus.

**15**    *SELECTION/SKILLS TESTS REQUIRED*
None.

**16**    *SAFETY IMPACT POSITION*      X Yes     No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**17**    *SALARY INFORMATION*
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

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**Salary Range – Pay Grade 23**
$1,347.00 - $1,939.00 Biweekly     $35,022.00 - $50,414.00 Annually

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**18**    *OPENING DATE*          March 29, 2006

**19**    *CLOSING DATE*          Open Until Filled

**20**    *APPLICATION PROCEDURES*
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1$^{st}$ Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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**An equal opportunity employer**

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L.R/ J.B.A. 467.2